

## RECORDS RETENTION SCHEDULE: POLICE

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<b>00 - COMMON TO ALL DIVISIONS (Also see City-Wide Schedule)</b>										
Police / Lead Division	PD-001	Activity Reports (Divisions)	2 years		2 years		Mag, Ppr			GC § 34090 et seq.
Police / Lead Division	PD-002	Correspondence	2 years		2 years		Mag, Ppr			GC § 34090 et seq.
Police / Lead Division	PD-003	Divisional Personnel Files (Drafts and Copies)	After Evaluation		After Evaluation		Mag, Ppr			GC § 34090 et seq.
Lead Dept.	PD-004	Grants / Reimbursable Claims ( <b>SUCCESSFUL</b> Reports, other records required to pass the funding agency's audit, if required)  Applications (successful), grant agreement, program rules, regulations & procedures, reports to grant funding agencies, correspondence, audit records, completion records  Excludes State Prop 1B (2006 Transportation Projects), which the State requires for 35 years	2 years	After Funding Agency Audit, if Required - <b>Minimum 5 years</b>	After Funding Agency Audit, if required - <b>Minimum 5 years</b>		Mag, Ppr			Meets auditing standards; Grants covered by a Consolidated Action Plan are required for 5 years; Uniform Admin. Requirements for Grants to Local Governments is 3 years from expenditure report or final payment of grantee or subgrantee; statewide guidelines propose 4 years; 7 CFR 3016.42; 21 CFR 1403.36 & 1403.42(b); 24 CFR 85.42, 91.105(h), 92.505, 570.490, & 570.502(a&b), 28 CFR 66.42; 29 CFR 97.42; 40 CFR 31.42; 44 CFR 13.42; 45 CFR 92.42; OMB Circular A-110 & A-133; GC §34090
Police / Lead Division	PD-005	Operations & Maintenance Manuals, Parts Lists, etc.	Disposal of Vehicle or Equipment		Disposal of Vehicle or Equipment		Mag, Ppr			GC § 34090 et seq.

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<b>01 - OFFICE OF THE CHIEF</b>										
Police / Chief	PD-008	Notice of Consent - Policing Agreements	Superseded		Superseded	Yes	Mag, Ppr			GC § 34090 et seq.
Police / Chief	PD-009	Pursuit Critiques	2 years		2 years		Mag, Ppr			GC § 34090 et seq.
Police / Chief	PD-010	Reports and Studies regarding Police operations (not historical - staffing, overtime, etc.)	When No Longer Required - <b>Minimum 2 years</b>		When No Longer Required - <b>Minimum 2 years</b>		Mag, Ppr			Department Preference; GC § 34090 et seq.
Police / Chief	PD-012	Special Events / Ops Plan	When No Longer Required - <b>Minimum 2 years</b>		When No Longer Required - <b>Minimum 2 years</b>		Mag, Ppr			Department preference; GC §34090 et seq.
Police / Chief	PD-013	Use of Force Review Board Reports / Use of Force Review (Involving Employees)	Incident + 5 years		Incident + 5 years		Mag, Ppr			Department preference; GC §§12946, 34090

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<b>02 - PERSONNEL</b>										
Human Resources	PD-014	Applicant Files - <b>UNSUCCESSFUL</b>	3 years		3 years		Mag, Mfr, OD, Ppr	S	Yes: After QC & OD	Department preference (Human Resources retains originals); GC §34090.7
Lead Dept.	PD-015	Grievances and Informal Complaints (Employees) - <b>NOT Escalated to the City Manager or Civil Service</b>	3 years		3 years	Yes: Before Disposition	Mag, Ppr			Department Preference; EEOC/FLSA/ADEA (Age) requires 3 years for promotion, demotion, transfer, selection, or discharge; State Law requires 2 - 3 years; 29 CFR 1602.31 & 1627.3(b)(ii), GC §§12946, 34090;
Police / Personnel	PD-016	Internal Affairs - Annual Reports to the State	5 years		5 years		Mag, Ppr			GC §34090
Police / Personnel	PD-017	Internal Affairs Investigations / Complaints: <b>ALL - CITIZEN-GENERATED COMPLAINTS, INTERNAL COMPLAINTS, AND OFFICER INVOLVED SHOOTING, Supervisory Review of Use of Force</b>  (May include criminal acts, moral turpitude, complaints generated from a citizen)	Final Disposition + 5 years		Final Disposition + 5 years		Mag, Ppr			State requires for at least 5 years for Citizen's complaints; other State & Federal laws require retention until final disposition of formal complaint; State requires 2 years after action is taken; Statute of Limitations is 4 years for misconduct; EVC § 1045(b)(1), GC §§12946, 34090; VC §2547
Police / Personnel	PD-018	Personnel <b>Background Packet - POLICE EMPLOYEES Successful</b> (hired)	Separation + 5 years		Separation + 5 years	Yes: Until Separation	Mag, Mfr, OD, Ppr	S	Yes: After Separation + 1 year	Department preference; EEOC / FLSA / ADEA (Age) requires 3 years; State Law requires 2 - 3 years; 29 CFR 1672.3(b)(i), 29 CFR 1602.14 et seq GC §§12946, 34090

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Police / Personnel	PD-019	Personnel <b>Background Packet - POLICE EMPLOYEES Unsuccessful</b> (NOT hired)	3 years		3 years	Yes: Until Separation	Mag, Mfr, OD, Ppr	S	Yes: After Separation + 1 year	Department preference; EEOC / FLSA / ADEA (Age) requires 3 years; State Law requires 2 - 3 years; 29 CFR 1672.3(b)(i), 29 CFR 1602.14 et seq GC §§12946, 34090
Human Resources	PD-020	Personnel Files - <b>Police Department Employees &amp; Explorers</b>  Includes Evaluations, Training Certificates, etc.	Separation + 5 years		Separation + 5 years	Yes: Until Separation	Mag, Mfr, OD, Ppr	S	Yes: After Separation + 1 year	Department preference; Statewide guidelines propose 7 years; Calif. Labor Division is required to keep their records 7 years; OSHA requires safety training 5 years; EEOC/FLSA/ADEA (Age) requires 3 years for promotion, demotion, transfer, selection, or discharge; State Law requires 2 - 3 years; 29 CFR 1627.3(b)(ii), 8 CCR §3204(d)(1) et seq., GC §§12946, 34090
Police / Personnel	PD-021	Pitchess Motions	2 years		2 years		Mag, Ppr			GC §34090
Police / Personnel	PD-022	Reassignment Orders	5 years		5 years		Mag, Ppr			Department preference; GC §34090

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<b>03 - RESEARCH &amp; TRAINING</b>										
Police / Research & Training	PD-007	Department Policies & Procedures / Operation Directives / General Orders (Department Policies and Procedures)	When No Longer Required - <b>Minimum 2 years</b>		When No Longer Required - <b>Minimum 2 years</b>		Mag, Mfr, OD, Ppr	S / I	Yes: After superseded	Department Preference; GC § 34090 et seq.
Police / Research & Training	PD-023	Jail Incidents	2 years		2 years		Mag, Ppr			GC §34090
Police / Research & Training	PD-024	Notices (Police Department Notices)	Minimum 2 years		Minimum 2 years		Mag, Ppr			Department preference; GC §34090
Finance	PD-025	Payroll Absence Leave Forms	2 years		2 years		Mag, Ppr			Department preference (Finance is the Office of Record - the time card is the final record); GC §34090.7
Finance	PD-026	Payroll Master Time Book Program	5 years		5 years		Mag, Ppr			Department preference (Finance is the Office of Record); GC §34090.7
Finance	PD-027	Payroll Overtime Forms	5 years		5 years		Mag, Ppr			Department preference (Finance is the Office of Record - the time card is the final record); GC §34090.7
Police / Research & Training	PD-028	Range Activity Database (1993 and Forward)	Indefinite		Indefinite		Mag			Data Fields / Records are interrelated; GC §34090
Police / Research & Training	PD-029	Range Activity Sheets (Shoot Cards - 1992 and Prior)	Employee Separation + 7 years		Employee Separation + 7 years		Mag, Ppr			Department preference; GC §34090

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Police / Research & Training	PD-030	Range Training Lesson Plans	5 years		5 years		Mag, Ppr			Department preference; Statewide guidelines propose 7 years; Calif. Labor Division is required to keep their OSHA records 7 years; EEOC/FLSA/ADEA (Age) requires 3 years for promotion, demotion, transfer, selection, or discharge; State Law requires 2 - 3 years for personnel actions; 8 CCR §3203 et seq., 29 CFR 1627.3(b)(ii), LC §6429(c); GC §§12946, 34090
Police / Research & Training	PD-031	Research / Project Files	Minimum 2 years		Minimum 2 years		Mag, Ppr			Department preference; GC §34090
Police / Research & Training	PD-032	Staff Orders	P		P		Mag, Mfr, OD, Ppr	S	Yes: After QC & OD	Department preference; GC §34090
Police / Research & Training	PD-033	Training - <b>Department Training Records - COURSE RECORDS</b> (Attendance Rosters, Outlines and Materials; includes Use of Force training, safety training, etc.)	5 years		5 years		Mag, Ppr			Department preference; Rosters are sent to POST; Statewide guidelines propose 7 years; Calif. Labor Division is required to keep their records 7 years; OSHA requires safety training 5 years; EEOC/FLSA/ADEA (Age) requires 3 years for promotion, demotion, transfer, selection, or discharge; State Law requires 2 - 3 years; 29 CFR 1627.3(b)(ii), 8 CCR §3204(d)(1) et seq., GC §§12946, 34090

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Police / Research & Training	PD-034	Training - <b>Department Training Records - EMPLOYEE FILES</b>	Separation + 5 years		Separation + 5 years		Mag, Ppr			Department preference; Rosters are sent to POST; Statewide guidelines propose 7 years; Calif. Labor Division is required to keep their records 7 years; OSHA requires safety training 5 years; EEOC/FLSA/ADEA (Age) requires 3 years for promotion, demotion, transfer, selection, or discharge; State Law requires 2 - 3 years; 29 CFR 1627.3(b)(ii), 8 CCR §3204(d)(1) et seq., GC §§12946, 34090
Police / Research & Training	PD-035	Training Bulletins	P		P		Mag, Mfr, OD, Ppr	S	Yes: After QC & OD	Department preference; GC §34090
Police / Research & Training	PD-036	Training Records Management System (TRMS)	Indefinite		Indefinite		Mag			Data Fields / Records are interrelated; GC §34090
Police / Research & Training	PD-037	Weapons Database / Department Weapons (Department-issued Weapons)	Indefinite		Indefinite		Mag			Data Fields / Records are interrelated; GC §34090
<b>04 - RECORDS</b>										
Police / Records	PD-038	Citations / Citation Books - Moving Violations, Marijuana, Parking	2 years		2 years		Mag, Ppr			Department preference (the Statute of Limitation for collections is 5 years from the date of the last violation); CVC 40222(b); GC §34090
Police / Records	PD-039	Court Sign-In Logs	1 year		1 year		Mag, Ppr			Department Preference (Preliminary Drafts); GC §34090
Police / Records	PD-040	Court Tracking System	Minimum 2 years		Minimum 2 years		Mag, Ppr			Department Preference; GC §34090

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Police / Records	PD-041	Crime Statistics / Uniform Crime Reports (UCR) - Summaries (BCS)	2 years		2 years		Mag, Ppr			GC §34090
Police / Records	PD-042	NCIC Validation	2 years		2 years		Mag, Ppr			GC §34090
Police / Records	PD-046	POLICE REPORTS / INCIDENT REPORTS:  <b>Misdemeanor or Infraction - Adult Marijuana</b> - H&S §11357(b)(c)(d)(e) or H&S §11360(b) (with procedure in H&S §11361.5) - Except those with outstanding stolen property, including firearms, or lost firearms	2 years		2 years	Yes: Before Disposition	Mag, Mfr, OD, Ppr	S/M/I	Yes: After QC & OD	("Shall" Destroy); H&S §11361.5; GC §34090
Police / Records	PD-043	POLICE REPORTS / INCIDENT REPORTS:  <b>ALL, Except Those Specifically Mentioned in the Schedule</b>  e.g., 5150, Detention Reports, etc.	P		P	Yes	Mag, Mfr, OD, Ppr	S/M/I	Yes: After QC & OD	Provided there are no outstanding warrants, unrecovered identifiable items, criminal deaths, they are not historically significant, and it is not classified under PC §800 & 290 and H&S §11850; Stat. of Limit. is 2 yrs; Destroy juvenile marijuana after age18; H&S §11361.5, GC §34090, 34090.5, PC §802, PC §§187, 800 et seq.



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Police / Records	PD-044	POLICE REPORTS / INCIDENT REPORTS:  <b>Capital Crimes / Homicides / Major Crimes / Serious Felonies / Sex Crimes / Felony DNA / Child Abuse</b> (Crimes Subject to the Death Penalty), Sex Crimes (PC §288, 290, WIC 707(b)), PC 803(h); Substantiated Child Abuse or Severe Neglect (Adults Only	P		P	Yes	Mag, Mfr, OD, Ppr	S/M/I	Yes: After QC & OD	Department Preference; DOJ retains CACI (Child Abuse Central Index) information for adults 100 years; others have no limitations on commencement of action; Courts keep permanently PC §§ 261, 286, 288, 288a, 288.5, 289, 289.5, 290, 799, 803(h), 11169 et seq.; 11170(a); WIC 707(b)
Police / Records	PD-045	POLICE REPORTS / INCIDENT REPORTS:  <b>Factually Innocent Petition Accepted Records</b> Sealed Pending Destruction - Except those with outstanding stolen property, including firearms, or lost firearms	Date of Arrest + 3 years		Date of Arrest + 3 years	Yes: Before Disposition	Mag, Mfr, OD, Ppr	S/M/I	Yes: After QC & OD	Individual petitions District Attorney; Sheriff concurs that person is factually innocent, then seals record ("Shall" Destroy); GC §34090; PC §851.8(a)
Police / Records	PD-047	POLICE REPORTS / INCIDENT REPORTS:  <b>Misdemeanor or Infraction - Juvenile Marijuana</b> - H&S §11357(E) - Except those with outstanding stolen property, including firearms, or lost firearms	Conviction or Arrest (if No Conviction) + 2 years		Conviction or Arrest (if No Conviction) + 2 years	Yes: Before Disposition	Mag, Mfr, OD, Ppr	S/M/I	Yes: After QC & OD	(Courts and other Agencies "Shall" Destroy); H&S §11361.5; GC §34090

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Police / Records	PD-048	POLICE REPORTS / INCIDENT REPORTS:  Misdemeanor or Infraction Marijuana §11357(e) - <b>Juvenile on School Grounds during School Hours</b> (with procedure in H&S §11361.5)	Offender is 18 Years Old		Offender is 18 Years Old	Yes	Mag, Ppr			(Courts and other Agencies "Shall" destroy); H&S§ 11361.5 et seq., 11357(e)
Police / Records	PD-049	POLICE REPORTS / INCIDENT REPORTS:  <b>Sealed Juvenile and Ward Cases</b> - Except Child Abuse or Severe Neglect, (Substantiated), those with outstanding stolen property, including firearms, or lost firearms	Sealing Date + 5 years (Or Court Order)		Sealing Date + 5 years (or Court Order)	Yes: Before Disposition	Mag, Mfr, OD, Ppr	S/M/I	Yes: After QC & OD	Statute of Limitations runs up to age of majority + 8 years; sealed records for juveniles and wards of the Court must be destroyed 5 years after sealing date; CCP §§340.1, GC §34090; W&I §§389(a), 781(d)
Police / Records	PD-050	Public Information Requests	2 years		2 years		Mag, Ppr			GC §34090
Police / Records	PD-051	Rap Request Logs	1 year		1 year		Mag, Ppr			Department Preference (Preliminary Drafts); GC §34090
Police / Records	PD-099	Registrants: Narcotic	5 years		5 years		Mag, Ppr			Department Preference; Registration is required for 5 years; GC §34090, H&S §11590 et seq., H&S §11594(a)
Police / Records	PD-052	<b>RMS Database</b>	Indefinite		Indefinite	Yes	Mag			Data Fields / Records are interrelated; GC §34090
Police / Records	PD-053	Subpoena Logs	1 year		1 year		Mag, Ppr			Department Preference (Preliminary Drafts); GC §34090

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Police / Records	PD-054	Subpoenas (all Police Dept.) / Discovery Requests / Civil Personal Appearance / Duces Tecum	2 years		2 years		Mag, Ppr			GC §34090
Police / Records	PD-055	Vehicle Repossession Notifications	When No Longer Required		When No Longer Required		Mag, Ppr			Preliminary Drafts; GC§ 34090 et seq.
<b>05 - SERVICES (TECHNICAL SERVICES)</b>										
Police / Services	PD-056	Booking Folders (Property, Medical, etc.)	2 years		2 years		Mag, Ppr			Department preference; GC §34090 et seq.
Police / Services	PD-057	Booking Log	2 years		2 years		Mag, Ppr			Department preference; GC §34090 et seq.
Police / Services	PD-058	Contracts - Private Prisoners ("Pay to Stay" Inmates)	Termination of Permit OR 5 years		Termination of Permit OR 5 years		Mag, Ppr			Department Preference; GC §34090
Police / Services	PD-059	Crime Report Photos	Follows the Retention Period of the Evidence		Follows the Retention of the Evidence		Mag, Mfr, OD, Ppr	S / I	Yes: After 1 year	Department Preference; GC §34090
Police / Services	PD-060	False Alarm Management System	Termination of Permit OR 5 years		Termination of Permit OR 5 years		Mag, Ppr			Department Preference; GC §34090
Police / Services	PD-061	Forfeiture Notification	2 years		2 years		Mag, Ppr			GC §34090
Police / Services	PD-062	Gun and Narcotics Destruction Log (Documents related to)	10 years		10 years		Mag, Ppr			Department Preference; GC §34090
Police / Services	PD-063	Gun Destruction Reports	10 years		10 years		Mag, Ppr			Department Preference; GC §34090
Police / Services	PD-064	Jail Custody Lists	2 years		2 years		Mag, Ppr			GC §34090
Police / Services	PD-065	Jail Inspections	2 years		2 years		Mag, Ppr			GC §34090

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Police / Services	PD-066	Jail Logs	5 years		5 years		Mag, Ppr			Department Preference; GC §34090
Police / Services	PD-067	Jail Security Video Records	13 months		13 months		Mag, Ppr			Department Preference; GC §34090 et seq.
Police / Services	PD-068	Jail Surveys	2 years		2 years		Mag, Ppr			GC §34090
Police / Services	PD-069	Lost & Found Property (Documents related to)	2 years		2 years		Mag, Ppr			GC §34090
Police / Services	PD-070	Narcotics Destruction Reports	10 years		10 years		Mag, Ppr			Department Preference; GC §34090
Police / Services	PD-071	PAS Device Calibration Logs	5 years		5 years		Mag, Ppr			Department preference; GC §34090 et seq.
Police / Services	PD-072	Property Control Logs	10 years		10 years		Mag, Ppr			Department Preference; GC §34090
Police / Services	PD-073	Radar Instrument Calibration Records	5 years		5 years		Mag, Ppr			Department Preference; GC §34090

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<b>06 - PATROL</b>										
Police / Patrol	PD-074	After Action Reports (Significant Incidents)	2 years		2 years		Mag, Ppr			GC §34090 et seq.
Police / Patrol	PD-075	Canine (Police Service Dogs) Program Files / Training Files: <b>Animal Files</b>	Separation + 3 years		Separation + 3 years		Mag, Ppr			3 years is required for animal care / treatment records; FA §32003(e), PC §597.1(d); GC §34090 et seq.
Police / Patrol	PD-076	Canine (Police Dogs) <b>Program Files:</b> Action Reports, Monthly Reports	5 years		5 years		Mag, Ppr			Department preference; GC §34090 et seq.
Police / Patrol	PD-079	Field Training Officer Training Files	Separation + 5 years		Separation + 5 years		Mag, Mfr, OD, Ppr	S	Yes: When Inactive	Department preference; Statewide guidelines propose 7 years; Calif. Labor Division is required to keep their OSHA records 7 years; EEOC/FLSA/ADEA (Age) requires 3 years for promotion, demotion, transfer, selection, or discharge; State Law requires 2 - 3 years for personnel actions; 8 CCR §3203 et seq., 29 CFR 1627.3(b)(ii), LC §6429(c); GC §§12946, 34090
Police / Patrol	PD-080	Logs: Watch Commander, Sergeants / Supervisors Logs	2 years		2 years		Mag, Ppr			Department preference; GC §34090 et seq.
Police / Patrol	PD-081	Patrol Ride-A-Long Waiver Form	2 years		2 years		Mag, Ppr			GC §34090 et seq.
Police / Patrol	PD-082	Traffic Control: Radar Calibration Records	Life of the Equipment + 2 years		Life of the Equipment + 2 years		Mag, Ppr			Department preference; GC §34090 et seq.

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<i>Litigation, complaints, claims, public records act requests, audits and/or investigations suspend normal retention periods (retention resumes after settlement or completion).</i>										
<b>07 - TRAFFIC AND SPECIAL EVENTS</b>										
Police / Traffic & Special Events	PD-083	After Action Reports (Traffic & Special Events)	2 years		2 years		Mag, Ppr			Department preference; GC §34090 et seq.
Police / Traffic & Special Events	PD-084	Animal Control - Citations	Closed + 2 years		Closed + 2 years		Mag, Ppr			Department preference; GC §34090 et seq.
Police / Traffic & Special Events	PD-085	Animal Control - Pet Licensing	2 years		2 years		Mag, Ppr			Department preference; GC §34090 et seq.
Police / Traffic & Special Events	PD-086	Parades & Special Events	2 years		2 years		Mag, Ppr			Department preference; GC §34090 et seq.

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<b>08 - DETECTIVES</b>										
Police / Detectives	PD-087	ACT Program Records	10 years		10 years		Mag, Mfr, OD, Ppr	S / I	Yes: After 1 year	Department Preference; GC §34090
Police / Detectives	PD-089	Case Management System / Crime Analysis System	Follows the Retention Period of the Crime		Follows the Retention of the Crime		Mag, Mfr, OD, Ppr	S / I	Yes: After 1 year	Department Preference; GC §34090
Police / Detectives	PD-090	Crime Analysis - Project Files / Detectives Investigation Files and Arrest Files - ALL Crimes  <b>Transfer ALL Final reports and records to Records Division</b>	Close + 5 years		Close + 5 years		Mag, Ppr			Final reports and records are transferred to the case file stored in Records; GC §34090 et seq.
Police / Detectives	PD-093	Homicide Books / Murder Books	P		P		Mag, Ppr			Department preference for reference purposes; Final reports and records are transferred to the case file stored in Records; GC §34090 et seq.
Police / Detectives	PD-094	Latent Fingerprint File	Follows the Retention Period of the Evidence		Follows the Retention of the Evidence		Mag, Mfr, OD, Ppr	S / I	Yes: After 1 year	Department Preference; GC §34090
Police / Detectives	PD-095	Pawn Slips	2 years		2 years		Mag, Ppr			Department Preference to provide information to other agencies; Non-records used for investigations; Originals entered into the State Automated Property System; most agencies retain for 2 years; GC §34090

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Police / Detectives	PD-096	Registrant <b>Database / Tracking System</b>	Follows Retention of Registration		Follows Retention of Registration		Mag, Ppr			GC §34090, H&S §11590 et seq., H&S §11594(a)
Police / Detectives	PD-097	Registrants: Arson - <b>Adults</b>	5 years	P	P		Mag, Mfr, OD, Ppr	S/M/I	Yes: After 5 years	Department preference; Pursuant to PC §457.1 et seq.; required to register for life; If released from CYA, records are destroyed after age 25 or sealing pursuant to W&I §781; GC §34090.7
Police / Detectives	PD-098	Registrants: Arson - <b>Juveniles</b> released from California Youth Authority	Age 25 or Sealing Date + 5 years		Age 25 or Sealing Date + 5 years		Mag, Mfr, OD, Ppr	S/M/I	Yes: After QC & OD	Pursuant to PC §457.1 et seq.; If released from CYA, records are destroyed after age 25 or sealing pursuant to W&I §781; GC §34090.7
Police / Detectives	PD-100	Registrants: Sex Offenders - <b>Adults</b>	P		P		Mag, Mfr, OD, Ppr	S/M/I	Yes: After QC & OD	Department Preference; Pursuant to PC §290 et seq.
Police / Detectives	PD-101	Registrants: Sex Offenders - <b>Juveniles</b>	P or Sealing Date + 5 years (or Court Order)		P or Sealing Date + 5 years (or Court Order)		Mag, Mfr, OD, Ppr	S/M/I	Yes: After QC & OD	Pursuant to PC §290 et seq.; W&I §781;
<b>09 - SPECIAL INVESTIGATIONS</b>										
Police / Special Invest.	PD-102	ABC Enforcement Files - Alcoholic Beverage Control Enforcement Files	2 years		2 years		Mag, Ppr			GC §34090
Police / Special Invest.	PD-103	Asset Forfeiture / Innocent Owner Notifications	2 years		2 years		Mag, Ppr			GC §34090
Police / Special Invest.	PD-088	Asset Forfeiture Investigations & Proceedings (Case Files)	Closed + 5 years		Closed + 5 years		Mag, Mfr, OD, Ppr	S / I	Yes: After 1 year	Department Preference; GC §34090



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(OFR)			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
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Police / Special Invest.	PD-104	CCW (Carry Concealed Weapon) Permits - <b>Approved</b>	Expiration + 2 years		Expiration + 2 years	Yes	Mag, Ppr			Department Preference; GC § 34090 et seq.
Police / Special Invest.	PD-006	CCW (Carry Concealed Weapon) Permits - <b>Denied</b>	2 years		2 years	Yes	Mag, Ppr			GC § 34090 et seq.
Police / Special Invest.	PD-106	Ex Parte Files	2 years		2 years		Mag, Ppr			GC §34090
Police / Special Invest.	PD-077	Field Interview Cards (FI's) - <b>After Entry into to RMS</b> - Gangs Only	When No Longer Required		When No Longer Required		Mag, Ppr			Preliminary Drafts; GC§ 34090 et seq.
Police / Special Invest.	PD-091	Field Interview Cards (FI's) - <b>After Entry into to RMS</b> - Not Gangs (see Patrol)	When No Longer Required		When No Longer Required		Mag, Ppr			Preliminary Drafts; GC§ 34090 et seq.
Police / Special Invest.	PD-078	Field Interview Cards (FI's) - <b>NOT entered into to RMS</b> - Gangs Only	3 years		3 years		Mag, Ppr			GC§ 34090 et seq.
Police / Special Invest.	PD-092	Field Interview Cards (FI's) - <b>NOT entered into to RMS</b> - Not Gangs (see Patrol)	3 years		3 years		Mag, Ppr			GC§ 34090 et seq.

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Office of Record	Retention No.	Records Description	Retention / Disposition							Comments / Reference
(OFR)			Active (in office)	Inactive (Records Center)	Total Retention	Vital?	Media Options	Image: I=Import M=Mfr S=Scan	Destroy Paper after Imaged & QC'd?	
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Police / Special Invest.	PD-107	Intelligence Files (Criminal Intelligence Files)	5 years		5 years		Mag, Ppr			Files contain criminal intelligence information concerning an individual only if there is reasonable suspicion that the individual is involved in criminal conduct or activity and the information is relevant to that criminal conduct or activity. Misleading, obsolete or unreliable information is required to be destroyed; remaining records must not be retained longer than 5 years; 28 CFR 23.20(h); GC §34090
Police / Special Invest.	PD-108	Investigation Files	When No Longer Required - <b>Minimum 2 years</b>		When No Longer Required - <b>Minimum 2 years</b>		Mag, Ppr			Department preference (Not Intelligence files); GC §34090
Police / Special Invest.	PD-109	Narcotics Case Files (No Arrest / SID or Patrol Division-Initiated / Street & Major Narcotics Cases)	Close + 10 years		Close + 10 years		Mag, Ppr			Department preference (Not Intelligence files); GC §34090
Police / Special Invest.	PD-011	Secret Service Fund Account Reports	2 years		2 years	Yes	Mag, Ppr			GC § 34090 et seq.

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<b>10 - COMMUNITY AFFAIRS</b>										
Police / Community Affairs	PD-110	Community Relations Events Files	2 years		2 years		Mag, Ppr			GC §34090
Police / Community Affairs	PD-111	Community Relations Video Programs	2 years		2 years		Mag, Ppr			GC §34090
Human Resources	PD-112	Explorer Files	Transfer to Human Resources Upon Separation		Transfer to Human Resources Upon Separation		Mag, Ppr			GC §34090.7
Police / Community Affairs	PD-113	Historical Records - Torrance Police Department	P		P		Mag, Mfr, OD, Ppr	S / I	No	Department preference; GC §34090
Police / Community Affairs	PD-114	Neighborhood Watch Block Captain Roster	Superseded		Superseded		Mag, Ppr			GC §34090
Police / Community Affairs	PD-115	Press Releases	2 years		2 years		Mag, Ppr			GC §34090
Police / Community Affairs	PD-116	Public Participation / Education Programs	Minimum 2 years		Minimum 2 years		Mag, Ppr			Department preference; GC §34090

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<b>11 - COMMUNICATIONS</b>										
Police / Commun.	PD-117	Audio Recordings or Tapes - <b>(911 Logging Recordings / CAD/RMS)</b> Recordings of Telephone & Radio Communications Dispatch Tapes (CAD)	13 months		13 months		Mag			Department Preference; Statewide guidelines propose 180 days (legally mandated for 100 days); (may be discoverable or made public in some circumstances), GC §§34090, 34090.6
Police / Patrol	PD-139	Automated Data License Plate Recognition (ALPR) Data	Maximum 5 years		Maximum 5 years		Mag			Department preference; GC §34090 et seq.
Police / Commun.	PD-118	Backups - <b>Daily</b> (Police Only)	When No Longer Required		When No Longer Required	Yes	Mag.			Used for Disaster Recovery Purposes Only; Considered a copy and can be destroyed when no longer required; store off-site in a commercial facility for disaster recovery purposes; GC §34090 et seq.
Police / Commun.	PD-119	Backups - <b>Weekly / Monthly</b> (Police Only)		When No Longer Required	When No Longer Required	Yes	Mag.			Used for Disaster Recovery Purposes Only; Considered a copy and can be destroyed when no longer required; store off-site in a commercial facility for disaster recovery purposes; GC §34090 et seq.
Police / Commun.	PD-120	Employee Identification Photos	Follows the Retention Period of the Evidence		Follows the Retention of the Evidence		Mag, Mfr, OD, Ppr	S / I	Yes: After 1 year	Department Preference; GC §34090
Police / Commun.	PD-121	Inventory, Information Systems (Police Only)	When No Longer Required		When No Longer Required	Yes	Mag.			Preliminary documents not retained in the ordinary course of business; GC §34090 et seq.

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Police / Commun.	PD-122	Network Configuration Maps & Plans (Police Only)	When No Longer Required		When No Longer Required	Yes	Mag.			Preliminary documents not retained in the ordinary course of business; GC §34090 et seq.
Police / Commun.	PD-123	Officer Recordings: <b>Mobile Audio Video (MAV) Recordings</b> (Mobile in-Car Video) that are <b>not</b> evidence (in-car videos, etc.)	2 years		2 years		Mag			Department preference (consistent with Lexipol Section 449); Those segments of videos that are determined to be evidence are copied onto a different tape and retained for the same length of time as the crime report (see crime reports for legal citations); GC §34090.6 et seq.
Police / Commun.	PD-124	Response Cards	When No Longer Required		When No Longer Required		Mag			Preliminary drafts; GC §34090
Police / Commun.	PD-125	Video Recordings - <b>Employees / City Operations</b>	1 year		1 year		Mag			1 year is required when video recording regular ongoing operations of the City; GC §34090.6(a)
Police / Commun.	PD-126	Video Recordings - <b>Public Areas</b>	When No Longer Required		When No Longer Required	S	Mag			Does not record regular ongoing operations of the City; GC §34090.6(a)

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<b>12 - EMERGENCY SERVICES</b>										
Police / Emergency Services	PD-127	Business / Industry Emergency Records	Minimum 2 years		Minimum 2 years		Mag, Ppr			Department preference; GC §34090 et seq.
Police / Emergency Services	PD-128	Business / Industry Emergency Response Plans	Superseded or Out of Business		Superseded or Out of Business		Mag, Ppr			Department preference; GC §34090 et seq.
Police / Emergency Services	PD-129	Disaster Exercises / Training Exercises / Presentations	10 years		10 years		Mag, Ppr			Department preference; GC §34090 et seq.
Police / Emergency Services	PD-130	Disaster Responses / FEMA / OES Reimbursements	10 years		10 years		Mag, Ppr			Department preference to ensure all audits are completed; GC §34090 et seq.
Police / Emergency Services	PD-131	Disaster Service Volunteers	Inactive / Separation + 3 years		Inactive / Separation + 3 years		Ppr			Department preference (Courts treat volunteers as employees); EEOC/FLSA/ADEA (Age) requires 3 years for promotion, demotion, transfer, selection, or discharge; 29 CFR 1602.31 & 1627.3(b)(1)(i)&(ii), GC §§12946, 34090
Police / Emergency Services	PD-132	EOC Activations	10 years		10 years		Mag, Ppr			Department preference to ensure all audits are completed; GC §34090 et seq.
City Clerk	PD-133	Mutual Aid Agreements	Copies - When No Longer Required		Copies - When No Longer Required		Mag, Ppr			City Clerk retains originals; GC §34090.7

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Lead Dept.	PD-134	Training - ALL <b>COURSE</b> RECORDS (Attendance Rosters, Outlines and Materials; includes Safety training)	2 years	5 years	7 years		Mag, Mfr, OD, Ppr	S	Yes: When Inactive	Department preference; Statewide guidelines propose 7 years; Calif. Labor Division is required to keep their OSHA records 7 years; EEOC/FLSA/ADEA (Age) requires 3 years for promotion, demotion, transfer, selection, or discharge; State Law requires 2 - 3 years for personnel actions; 8 CCR §3203 et seq., 29 CFR 1627.3(b)(ii), LC §6429(c); GC §§12946, 34090